

EAST RENFREWSHIRE COUNCILCABINET1 December 2022Report by Environment Department Heads of ServiceCHARGING FOR SERVICES 2023-24**PURPOSE OF REPORT**

1. The purpose of this report is to advise the Cabinet of the outcomes of the charging for services exercise carried out within the Environment Department and to submit for approval the proposed fees and charges for 2023/24.

**RECOMMENDATIONS**

2. The Cabinet is asked to approve:

(a) An increase of 12.3%, reflecting a combination of the Retail Prices Index (RPI) and Consumer Prices Index (CPI), is applied to the following services:

- Service 1 – Approval to Erect Temporary Direction Signs
- Service 2 – Removal of Unauthorised Signs
- Service 4 – High Hedges Application Fee
- Service 5 – Recharge of legal fees to 3<sup>rd</sup> parties
- Service 6 – Miscellaneous Recharges (Roads Staff Time)
- Service 7 – Supply of Ordnance Survey Extracts
- Service 8 – Providing Variety of Planning and Building Standards Information
- Service 9 – Planning and Building Standards Section 50 Certificates
- Service 10 – Provision of bar markings on carriageway
- Service 11 – Section 109 approvals
- Service 12 – Temporary Traffic Signal Permits
- Service 15 – Road Closure Notices
- Service 18 – Outdoor Sports Pitches
- Service 19 – Trading Standards
- Service 20 – Environmental Health
- Service 21 – Letters of Comfort and Building Warrant Extensions
- Service 22 – Building Standards – Section 89 Certificates
- Service 23 – Copies of Building Warrants etc documentation
- Service 24 – Copies of Planning etc consents
- Service 25 – Property Enquiry Report
- Service 26 – Roads Enquiry Report
- Service 27 – Private Sector Grants registration
- Service 28 – HMO licensing
- Service 29 – Caravan Site Licensing
- Service 30 – Burial Grounds
- Service 31 – Hire of Rouken Glen Pavilion
- Service 32 – Export Health Certificate
- Service 36 – Trade waste collections

- (b) An increase in charges by more than 12.3% for the following services:
- Service 3 - Supply of Bins for New Housing Developments and Large Commercial bins
  - Service 13 - Road Occupation Permits
  - Service 14 - Road Opening permit
  - Service 16 - Skip Permit
  - Service 17 - Inspection charges relating to roads in new developments
- (c) No change to charges for the services noted below:
- Service 34 – Special uplifts
  - Service 35 – Hire of Events Litter Squad
  - Service 37 – Dangerous building admin fee
  - Service 38 – Housing Management Fee
  - Service 39 – Rouken Glen Event
  - Service 40 – Filming in Parks etc
- (d) Nationally prescribed charges set by the Scottish Government and Vehicle & Operator Services Agency for the following services:
- Service 46 – Planning Applications
  - Service 47 – Certificates of lawful use or development
  - Service 48 – Building warrant applications
  - Service 49 – Application for private landlord registration
  - Service 50 – MOT testing
- (e) The removal of charges for the following services:
- Service 51 – Removal of Dead Animals from Private Properties
  - Service 52 - Provision of dropped kerb
  - Service 53 – “No Parking “ cones
- (f) New Charges being applied to services noted below:
- Service 13 – Road occupation permit ( retrospective charge)
  - Service 14 – Road opening permit ( retrospective charge)
  - Service 16 – Skip Permit ( retrospective charge)
  - Service 20 – Animal Breeders/ Pet Shops/ Events
  - Service 41 – Pre Application Enquiries
  - Service 42 – Discharge of Conditions
  - Service 43 – Non Material Variations
  - Service 44 – Street Naming and Numbering
  - Service 45 – Short Term Let Licensing

## BACKGROUND AND REPORT

### Departmental Objectives for Charging

3. The main objective of charging for services within the Environment Department is to, where possible, ensure that the actual full costs to the department are recovered. More recently, where it was thought there would be no detrimental effect on the up-take of a service, charges have been increased to generate additional income.

4. This year it has been recommended that services consider applying an increase of 12.3% for year 2023/24 to reflect projected inflationary pressures.

### Services Reviewed and Proposed Charges for 2023/24

5. The department currently has fifty three services where charges are applied. Eight are new charges programmed to be introduced 2023/24 and five of these are nationally prescribed leaving forty services to be reviewed. The following services have been subject to an in-depth review:-

- Service 3 Supply of Bins for New Housing Developments and Large Commercial bins
- Service 13 – Road occupation permits
- Service 14 – Road opening permit
- Service 17 - Inspection charges relating to roads in new developments
- Service 53 – ‘No Parking’ cones
- Service 20 – Inspection charges for roads in new developments
- Service 33 – Garden Waste Permit

6. As part of the annual review exercise it has been recommended that the charge for the Removal of Dead Animals from Private Property service be removed. This is a rarely used service and therefore will have little or no impact on income raised.

7. It is also recommended that the Dropped Kerb charge/service be removed. This service is rarely used, completion times from payment to works being carried can take up to 3 months and the cost will not cover all types of drop kerb installation. There will still be an application process to be followed and the cost incurred is covered under Item 14, Road Opening Permit, which is required by the contractor to carry out the works.

8. Other significant changes to Roads section charges for services 13, 14 and 16 are recommended to more realistically reflect officer time spent on application processes. In addition, it is recommended that we introduce a charge to issue permits retrospectively for the services noted above. These charges have been benchmarked against neighbouring Local Authorities.

9. In line with other Local Authorities the Planning and Development section have recommended the introduction of four new charges impacting on Pre Application Enquiries, Discharge of Conditions, Non Material Variations and Street Naming and Numbering. Additional income generated will make a contribution to service revenue.

10. The Animal Welfare (Licensing of Activities Involving Animals) (Scotland) Regulations 2021 requires Environmental Health section to establish new charges in this area (appendix 3) and an increase in squirrel pest control charge to reflect the company needs to attend three times due to animal welfare issues. This section has also introduced a new charge relating to the Public Entertainment Licensing process and an increase for Food Condemnation Certificates. (Appendix 3). These charges have been set at a level that reflects actual officer time to support the process.

11. Last year's report indicated that Housing Services were to introduce a new statutory service and charge relating to Short Term Let Licensing. This was implemented October 2022.

12. The codes noted below are used to denote the Charging Classification and Policy for 2023/24 in respect of each service area:

Classification:

- i) To accord with policy/strategy
- ii) Market-based charge
- iii) Statutory charge

Charging Policy:

- a) charge to recover full cost
- b) charge to recover specific part cost (e.g. all direct costs)
- c) charge to make contribution to service revenue
- d) charges which are nationally prescribed

**FINANCE AND EFFICIENCY**

13. The impact of the proposed fees and charges on levels of use, and levels of income, will be taken into account in the preparation of revenue budgets for 2023/24.

**CONSULTATION**

14. This report has been prepared in consultation with the Accountancy Section and where appropriate benchmarking was carried out to compare costs of services provided by other Councils and the private sector. The 2023/24 charging proposals were also scrutinised by the Budget Strategy Group.

**PARTNERSHIP WORKING**

15. There was no partnership working associated with this report.

**IMPLICATIONS OF THE PROPOSALS**

**Equalities**

16. An equality impact assessment has been carried out and there are no equality implications in relation to the proposed charges for service provided by the department.

**CONCLUSIONS**

17. We propose to increase twenty eight charging areas at 12.3%. Fourteen charges are either new or have increased beyond predicated inflation levels for 2023/2024 to better reflect officer time required to support processes and seven charges have not changed.

## RECOMMENDATIONS

18. The Cabinet is asked to approve:

(a) An increase of 12.3%, reflecting a combination of the Retail Prices Index (RPI) and Consumer Prices Index (CPI), is applied to the following services:

- Service 1 – Approval to Erect Temporary Direction Signs
- Service 2 – Removal of Unauthorised Signs
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- Service 15 – Road Closure Notices
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- Service 19 – Trading Standards
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  - Service 43 – Non Material Variations
  - Service 44 – Street Naming and Numbering
  - Service 45 – Short Term Let Licensing

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November 2022

Environment Department: - Summary of Proposed Charges

No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
<b>INCREASED CHARGES</b>					
1	Approval to Erect Temporary Direction Signs e.g. New Housing Developments etc.	£353.10 per year	£396.10 per year	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
2	Removal of Unauthorised Signs	£59.10 per sign	£66.10 per sign	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
3	Supply of Bins for New Housing Developments  Large Commercial bins	£134.30 per household  Cost Plus £61.00 per bin for Delivery / Admin Fee	£160.00 per household  Cost Plus £71 per bin for Delivery / Admin Fee	I / a	In depth review – Costs of bins with market values rising and delivery with fuel costs increasing.
4	High Hedges Application Fee	£518.00	£581.70	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase in delivering the service.

No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
5	Recharge of Legal Fees to 3 <sup>rd</sup> Parties	£111.50 per hour of officer's time	£125.20 per hour of officer's time	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
6	Miscellaneous Recharges (Roads Staff Time) i.e. Technical Advice, Sign Preparation, Traffic Management etc.	£70.75 per hour of officer's time	£79.45 per hour of officer's time	II / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
7	Supply of Ordnance Survey Extracts: -  1 <sup>st</sup> Copy Additional Copies	£29.30 £0.62 (each)	£32.90 £0.70 (each)	II / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
8	Providing Variety of Planning and Building Standard Information	£70.75 per hour of officer's time	£79.45 per hour of officer's time	II / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
9	Planning and Building Standards Section 50 Certificates	£117.80	£132.30	III / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
10	Provision of Bar Markings on the Carriageway	£197.90	£222.25	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.



No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
11	Section 109 (Roads Scotland Act) - Approval to put Private Apparatus in the Public Road	£245.25	£275.40	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
12	Temporary Traffic Signal Permit 2 – Way 3 – Way	National Policy £123.65	National Policy £138.85	I / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
13	Road Occupation Permits:- Section 58 (4 week period)  Retrospective charge to cover occupations put in place without a Section 58 permit (covers days without permit only)  Section 59 (Annual) Street Café Application	£50.80  n/a  £101.60	£159.48  £159.48  £278.66	I / a  I / a  I / a	Proposed increase to reflect actual officer time to support the process.  New charge  Proposed increase to reflect actual officer time to support the process.

14	Road Opening Permit (per week or part of)	n/a	£159.48 per week	l / a	Proposed increase to reflect actual officer time to support the process including in depth review and in line with neighbouring Local Authorities  New charge
	Retrospective Charge to cover works put in place without a permit (covers days without permit only)	n/a	£159.48 per week	l / a	New charge
No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
15	Road Closure Notices / Orders:-  Road Closure Notices Section 14 - 5 days (4 weeks advance notice required)	£534.40	£600.15	l / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
	Fast track requests - Section 14 (Less than 4 weeks notice)	£731.75	£821.75		
	Road Closure Temporary Orders (8 weeks advance notice required)	£1091.30 (plus advert fee)	£1225.55 (excludes advert fee estimated cost £500)		Changed to exclude advert fee as they can vary
	Fast track requests (Less than 8 weeks notice provided)	£1,296.55 (plus advert and Traffic	£1,456.05 (excludes advert fee estimated cost £500)		Changed to exclude advert fee as they can vary

	Amendment's to pre authorised TRN or TTRO	Management fee) n/a	£158.90		New charge added to cover cost of amending authorised TRN/TTRO (based on 2 hours Tech Time £79.45 PH)
16	Skip Permits (4 weeks)  Retrospective Charge to cover skip put in place without a permit (covers days without permit only)	£50.80  n/a	£88.05  £88.05	I / a	Proposed increase to reflect actual officer time to support the process.  New charge
<b>No</b>	<b>Service</b>	<b>Current Charge 2022/23</b>	<b>Proposed Charge 2023/24</b>	<b>Charge Classification/ Policy 2023/24</b>	<b>Recommendation</b>
17	Inspection Charges Relating to Roads in New Developments	Fee per £1,000 of Road Bond	£60 per £1,000 of Road Bond ( <u>min £1,200</u> )	I / a	New Flat Rate of £60 per £1000 of Road Bond in line with neighbouring Local Authority  Minimum charge of £1200 (based on realistic minimal cost of road bond being £20,000.)
18	Outdoor Sports Pitches	See Appendix 1	See Appendix 1	I / b	In line with Council Policy it is recommended that there should be a <b>12.3% increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.

No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
19	Trading Standards	See Appendix 2	See Appendix 2	i and iii / d	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
20	Environmental Health	See Appendix 3	See Appendix 3	i and iii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
21	<u>Letters of Comfort Building Standards:</u> -  Without Site Visit. No Completion Certificate.  Unauthorised Work. Additional Inspection  <u>Building Warrant Exemption Letter:-</u>  Without Property Inspection With Property Inspection  Expired Building Warrant (approved after 1 <sup>st</sup> May 2005) Completion Certificate	£147.50 £287.25  See Appendix 4 £147.40  £147.40 See Appendix 5  £147.40	£165.55 £322.60  See Appendix 4 £165.55  £165.55 See Appendix 5  £165.55	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.

No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
22	Building Standards - Section 89 (Raised Structures) Certificate  Out of hours inspections / applications received less than 14 days from date of event	£287.25  £76.25	£322.60  £85.65	i / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
23	Supply Copies of:-  Building Warrants Completion Certificates Additional Copy of Consent  Copies of Building Warrant Plans and Documentation  Archived File Search & Retrieval	£78.30 £78.30 £15.85  £3.05 for A0 £2.40 for A1 £1.65 for A2 £1.35 for A3 £1.05 for A4  £57.60	£87.95 £87.95 £17.80  £3.45 for A0 £2.70 for A1 £1.85 for A2 £1.50 for A3 £1.20 for A4  £64.70.	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
24	Supply Copies of Planning Consents:-  Initial Copy Additional Consents  Archived File Search & Retrieval	£78.30 £15.85  £57.60	£87.95 £17.80  £64.70	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.

No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
25	Property Enquiry Report: -  5 Day Response 2 Day Response	£108.35 £114.95	£121.65 £129.10	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
26	Property Enquiry Report: - Roads  Standard Charge  Roads Only  Additional Fee	£126.00 (Includes written confirmation and 1250 plan)  £62.70 (written confirmation only)  £63.30 (Charge for each additional 1250 plan required)	£139.45 (Includes written confirmation and 1250 plan)  £68.35 (written confirmation only)  £71.10 (Charge for each additional 1250 plan required)	ii / a	Separates Roads section from charge 28 above. In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council

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No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
27	Private Sector Grants Registration	£81.50	£91.50	iii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
28	Houses in Multiple Occupation (HMO) Licensing	<u>New Application</u>  Up to 6 £877 7 or Over £1112  <u>Renewals</u>  Up to 6 £554 7 or Over £717	<u>New Application</u>  Up to 6 £985.87 7 or Over £1248.75  <u>Renewals</u>  Up to 6 £622.15 7 or Over £805.20	i / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
29	Caravan Site Licensing  New Licence  Renewal of Licence	£813.00  £813.00	£913.00  £913.00	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
30	Burial Grounds	See Appendix 6	See Appendix 6	i / b	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.

31	Hire of Rouken Glen Pavilion				
	Standard Use (Mon to Fri – working hours)	£16.25 per hour	£18.25 per hour	i / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
	Commercial Use (Mon to Fri – working hours)	£32.50 per hour	£36.50 per hour		
	Weekends	£54.80 per hour	£62.80 per hour		
<b>No</b>	<b>Service</b>	<b>Current Charge 2022/23</b>	<b>Proposed Charge 2023/24</b>	<b>Charge Classification/ Policy 2023/24</b>	<b>Recommendation</b>
32	Export Health Certificate	£53.00	£59.50	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
33	Garden Waste Permit	£40.00	£60.00	ii / a	In depth review – Costs of bins with market values rising and delivery with fuel costs increasing.  Cabinet Report to follow on additional bin option. Additional bin £60.00 (bin and delivery with additional bin numbers capped at approx. 2000/5000 tbc.)
<b>NO CHANGE</b>					
34	Special Uplifts	£51.85	£51.85	i / b	No Increase 2023/24 recommended
	Ground Clearance Charge – for each additional 15 minutes required in addition to the special uplift charge	£51.85	£51.85		
35	Hire of Events Litter Squad	POA	POA	i / a	



					Moved to a Price on Application process in 2019/20. For private companies or commercial organisations will be subject to higher charges or negotiated rates at the discretion of management.
36	Trade Waste Collections	See Appendix 7	See Appendix 7	ii / a	In line with Council Policy it is recommended that there should be a <b>12.3%increase</b> in 2023/24 charges to reflect inflationary rate increase and to maximise income to the Council.
37	Dangerous Buildings Recharge:-Admin Fee	10%	10%	i / a	It is recommended that there should be <b>no increase</b> to the current charge rate as it is percentage based.
38	Housing Management Fee – Recharge of Damage Repairs Caused by Tenants	Repairs Costs plus 5% Admin Fee	Repairs Costs plus 5% Admin Fee	i / a	It is recommended that there should be <b>no increase</b> to the current charge rate as it is percentage based.
39	Rouken Glen Event  Management Fees including hire of park, traffic control (Set-up and remove one way system), hire of equipment, deliver / up-lift equipment	POA	POA	i / a	Moved to a Price on Application process in 2019/20. For private companies or commercial organisations will be subject to higher charges or negotiated rates at the discretion of management.
40	Filming in Parks, Cemeteries and Roads	POA	POA	i / a	Moved to a Price on Application process in 2019/20. For private companies or commercial organisations will be subject to higher charges or negotiated rates at the discretion of management.

**NEW CHARGE**

No	Service	Current Charge 2022/23	Proposed Charge 2023/24	Charge Classification/ Policy 2023/24	Recommendation
41	Pre application Enquiries	n/a			

	<p>Householder development</p> <p>Local development (excl. householder and new housing) and all other consents, approvals, notifications and certificate types.</p> <p>Local development (new housing)</p> <p>Major development</p>		<p>£100.00</p> <p>50% of the cost of the planning application fee subject to a max'm of £500.00</p> <p>50% of the cost of the planning application fee subject to a maximum of £1000.00</p> <p>50% of the cost of the planning application fee, subject to a maximum of £2000.00</p>	ii/c	New charge recommended to reflect actual officer time to support the process.
42	Discharge of conditions	n/a	tbc	ii/c	Charges to be confirmed. Cabinet report to follow
43	<p>Non Material Variation</p> <p>Householder development</p> <p>New housing development local or major</p> <p>Other local development (and other applications for consent, prior notifications,</p>	n/a	<p>£100.00</p> <p>£150.00</p> <p>£150.00</p>	ii/c	New charge recommended to reflect actual officer time to support the process.

	certificates of lawfulness etc) Other major development		£200.00		
44	Street naming and numbering The naming of a new street (price per street) Change of street name Single change of an existing house number or name Registering/ numbering of new properties Re-numbering a new development after earlier naming/ numbering has been confirmed		£300.00 £300.00 £80.00 Sliding scale from £200.00-900.00 £300.00	ii/c	New charge recommended to reflect actual officer time to support the process.
45	Short Term Let Licensing	n/a	<b>Secondary Letting</b> Up to 2 bedrooms £595 + £50 per additional bedroom <b>Home Letting</b>	i/a	New statutory licensing service being introduced by Scottish Government. Will sit within Housing Services and is subject to separate Cabinet Paper on 28 <sup>th</sup> September 2022.

			<p>Up to 2 bedrooms</p> <p>£405 + £50 per additional bedroom</p> <p><b>Home Sharing</b></p> <p>One bedroom</p> <p>£230 + £25 per additional bedroom</p> <p><b>Home Letting &amp; Home Sharing</b></p> <p>Up to 2 bedrooms</p> <p>£405 + £50 per additional bedroom</p>		
<b>NATIONALLY PRESCRIBED</b>					
46	Planning Applications	Set by Scottish Government	Set by Scottish Government	iii / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
47	Certificates of Lawful Use or Development	Set by Scottish Government	Set by Scottish Government	iii / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
48	Building Warrant Applications	Set by Scottish Government	Set by Scottish Government	iii / d	

					Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
49	Applications for Private Landlord Registration	Set by Scottish Government	Set by Scottish Government	iii / d	Statutory charge set by the Scottish Government. <b>For information only.</b> (See Council Website for current fees).
50	MOT Testing	Set by VOSA	Set by VOSA	iii / d	Fees set externally by Vehicle & Operator Services Agency. <b>For information only.</b> (See VOSA Website for current fees).
<b>REMOVAL OF CHARGE</b>					
51	Removal of Dead Animals from Private Properties	£37.35	£41.95	i / a	Recommendation to remove this charge as service is rarely used
52	Provision of Dropped Kerbs: -	£1,482.05	n/a	i/a	Recommendation to remove this charge as service is rarely used and can be provided by external contractors
53	'No Parking' Cones  Traffic Cones	£111.50 Deposit £56.00 Delivery  Charge per hour £5 Non-Returned Cones	£125.20 Deposit £62.90 Delivery  Charge per hour £5.60 Non-Returned Cones	i / c	Recommendation to remove from charges as service no longer offered/used



Outdoor Sports Pitches

Appendix 1

ACTIVITY (All prices are per match unless indicated)		Current 2022/23	Proposed 2023/24
<b>FOOTBALL - GRASS</b>			
11-A-Side	Adult	£62.85	£70.60
	Under 19	£31.45	£35.30
7-A-Side	Under 12	£26.35	£29.60
<b>FLOODLIT SYNTHETIC (PER HOUR)</b>			
Full Pitch	Adult	£76.05	£85.40
	Under 19	£38.00	£42.70
Half Pitch	Adult	£62.25	£69.90
	Under 19	£31.10	£34.95
Muirend, Crossmill, Woodfarm, Carlibar 5-A-Side (Per Pitch)	Adult	£52.10	£58.50
	Under 19	£26.05	£29.25
<b>FLOODLIT SYNTHETIC - FULL PITCH (OFF SEASON JUNE and JULY)</b>			
Woodfarm (Mon – Fri) 90 mins	Adult	£55.90	£62.80
	Under 19	£38.70	£43.45
Woodfarm (Sat – Sun) 2 hours MacTaggart & Meikle (Any Day) 2 hours	Adult	£74.80	£84.00
	Under 19	£52.15	£58.55
<b>OTHER</b>			
Running Track (per hour)	Group	£79.70	£89.50

**NOTES**

1. Rates apply to all sports pitches (including those facilities based in East Renfrewshire Council schools).
2. Pitches are only available to groups registered under the Council's registration scheme
3. Additional Time required on grass pitches charged at 50% of base cost up to 1 hour inclusive thereafter full let charge to be levied.

## TRADING STANDARDS

SERVICE	Current 2022/23	Proposed 2023/24
<b>PETROLEUM LICENSE</b>	<b>Maximum fee set by Health &amp; Safety (Fees) Regulations</b>	
Less than 2500 litres 2501 – 50,000 litres Over 50,000 litres	£45 £61 £128	Not yet known
<b>SECOND HAND CAR DEALER'S LICENCE</b>		
3 Year Licence	£444.00	£498.60
<b>STORAGE &amp; REGISTRATION OF EXPLOSIVES</b>	<b>Maximum fee set by Health &amp; Safety (Fees) Regulations</b>	
Please refer to Health & Safety Website for list of current fees <a href="https://www.legislation.gov.uk/ukxi/2016/253/made">https://www.legislation.gov.uk/ukxi/2016/253/made</a>	As per link	As per link
<b>WEIGHTS, MEASURES AND ENVIRONMENTAL INFORMATION</b>		
<p><b>Basic Charge Per Service:-</b></p> <p>Hourly rate for Weight and Measures Staff</p> <p>Hourly Rate for Support Staff</p> <p><b>Weights:-</b></p> <p>Weights Exceeding 5kg but not Exceeding 500mg</p> <p>Other Weights</p> <p><b>Measures:-</b></p> <p>Linear Measures not Exceeding 3m</p> <p>Capacity Measures not Exceeding 1 litre</p> <p>Cubic Ballast Measures</p> <p>Liquid Capacity Measures</p>	<p>£74.15</p> <p>£40.80</p> <p>£11.30*</p> <p>£8.60*</p> <p>£12.50*</p> <p>£10.85*</p> <p>£222.00*</p> <p>£35.40*</p>	<p>£83.25</p> <p>£45.80</p> <p>£12.70*</p> <p>£9.65*</p> <p>£14.05*</p> <p>£12.20*</p> <p>£249.30*</p> <p>£39.75*</p>



**TRADING STANDARDS** Continued

Appendix 2

SERVICE	Current 2022/23	Proposed 2023/24
<b>WEIGHTS, MEASURES AND ENVIRONMENTAL INFORMATION (CONTINUED)</b>		
Template per Scale – First Item	£61.05*	£68.55*
Template per Scale – Subsequent Items	£23.85*	£26.75*
<b>Weighing Instruments Non EC:-</b>		
Not Exceeding 1 tonne	£79.50*	£89.30*
Exceeding 1 tonne to 10 tonne	£128.75*	£144.60*
Exceeding 10 tonne	£270.00*	£303.20*
<b>EC (Non-Automatic Weighing Instruments):-</b>		
Not Exceeding 1 tonne	£132.30*	£148.60*
Exceeding 1 tonne to 10 tonne	£204.90*	£230.10*
Exceeding 10 tonne	£447.80*	£502.90*
<b>Measuring Instruments for Intoxicating Liquor:-</b>		
Not Exceeding 150ml	£21.80*	£24.50*
Other	£25.20*	£28.30*
<b>Measuring Instruments for Liquid Fuel and Lubricants:-</b>		
Container Type, not Subdivided	£90.90*	£102.10*
Single/Mullet-outlets (nozzles)		
(a) First Nozzle Tested per site	£149.00*	£167.30*
(b) Each Additional Nozzle Tested	£91.60*	£102.90*
Testing of Peripheral Electronic Equipment on a Separate Visit (per site)	£100.50ph*	£112.85ph*
Testing of Credit Card Acceptor (per unit, regardless of slots/nozzles/pumps)	£100.50ph*	£112.85ph*
*Subject to VAT unless under the measuring Instruments (EEC Requirements) Regs 1998		

## ENVIRONMENTAL HEALTH

SERVICE	Current 2022/23	Proposed 2023/24
<b>Animal Health Licensing</b>		
(Deer) Scotland Act 1996 Venison Dealers Licence	£52.60	£59.10
Dangerous Wild Animals Act 1976	£214.25 + Vet fees	£240.60 + Vet fees
Zoo Licensing Act 1981	£428.30 + Vet Fees	£481 + Vet Fees
Animal Boarding Establishments Act 1963 (Kennels/Cattery) (3.0 hours officers time)	£89.55 + Vet Fees if required	£212.25 + Vet Fees if required
Riding Establishments Act 1964/76	£227.25 + Vet Fees	£255.25 + Vet Fees
Animal Breeders :- Dogs ≤10 breeding bitches (3.0 hours officers time)	N/A	£212.25 + vet fees
Dogs >10 breeding bitches (5.0 hours officers time)	N/A	£353.75 + vet fees
Cats (2.0 hours officers times)	N/A	£141.50 + vet fees
Rabbits (2.0 hours officers times)	N/A	£141.50 + vet fees
Animal Home Boarding License (2.0 hours officers time)	£67.20	£141.50
Performing Animals Act 1925	£142.60 + Vet Fees if required	£160.10 + Vet Fees if required
Animal Sales / Pet Shops (2.5 hours officers time)	n/a	£176.87
Animal Welfare Establishments (2.5 hours officers time) Animal Rehoming Centre Animal Sanctuary	n/a	£176.87 + vet fees £176.87 + vet fees
Enforcement of Regulations	n/a	EHO hourly rate £70.75 per hour of officer's time + vet inspection fees as required. Recharge of Legal Fees to 3rd Parties £111.50 per hour of Legal Services Officer's time

<b>EVENTS CHARGING</b>		
(Environmental Health charge only) (PEL- Public Entertainment Licence from licensing section >500 customers expected)		
1 day event (no PEL ,<500 customers, no or 1 / 2 food vehicles) (2 hours officers time)	New charges	£141.50
1 day event with- PEL, 2-10 food vehicles and/or music, lighting, stages or similar (officers time 6 hours)	New charges	£424.50
2 day event as above or larger (officers time 18 hours)	New charges	£1273.50
3 day event as above or larger (officer time 27 hours)	New charges	£1910.25
<b>Abandoned Vehicles</b>		
Removal, Storing & Disposal of Vehicles (Prescribed Sums & Charges etc) Amendment (Scotland) Regulations 2005  <b>(Statutory Charge)</b>	Cars & vans – uplift & disposal £150.00 + Vat (£176.25) where owner can be traced Statutory Charge  Caravans – uplift & disposal £165.00 where owner can be traced	Cars, vans, trailers and caravans – Statutory Charges: removal, storage & disposal : £150.00 removal, £20 per every 24 hour storage, £150 disposal (where owner can be traced or vehicle is claimed )
<b>Immigration Control</b>		
Immigration Control Certificate	£94.30  £44.40 where copy certificated required within 1 year of inspection being carried out	£105.90  £49.90 where copy certificated required within 1 year of inspection being carried out
<b>Pest Control Treatments</b>		
Insects not part of pest control contract	Contractor's charge + 10% management/admin fee	Contractor's charge + 10% management/admin fee
<b>Mice (includes 3 visits)</b>	£84.50	£94.90
<b>Rats (includes 3 visits)</b>	£84.50	£94.90
<b>Squirrels (3 Visit)</b>	£65.00	£195
<b>Wasp nest treatment</b>	£52.20	£58.60

<b>Ants</b> Recall visit: 14 to 28 days from initial treatment	£32.50 Free	£36.50 Free
<b>Flying Ants</b> Additional visit	£43.35 £27.10	£48.70 £30.45
<b>Fleas (includes 2 visits)</b> Additional visit	£86.65 £27.10	£97.30 £30.45
<b>Fruit / sewerage flies</b> Additional visit	£32.50 £27.10	£36.50 £30.45
<b>Cockroaches (includes 3 visits)</b> Initial survey required at a charge of £25.  Recall visit – Prior approval from Environmental Health required	£195.50  £65.00	£219.55  £73.00
<b>Bed Bugs (includes 3 visits)</b> Initial survey required at a charge of £25  Recall visit – Prior approval from Environmental Health required	£195.50  £65.00	£219.55  £73.00
<b>Silver Fish</b> Additional visit	£32.50 £27.10	£36.50 £30.45
<b>Beetles</b> Recall visit: 14 to 28 days from initial treatment	£32.50 Free	£36.50 Free
<b>Cancellation Fee</b> (of pest control treatments)	£43.50	£48.85
<b>General Public Health Charges</b>		
Samples Collected and Analysed for Bacteriological Monitoring (Excluding Type A & B Private Water Supplies for Monitoring & Requests for bacteriological testing).	£91.25 per sample	£102.45 per sample
Private Water Supply (PWS) Samples Collected and Analysed (Including Type A & B Supplies for bacteriological & Routine Chemical Quality Monitoring)  <b>(Statutory Charge)</b> Carrying out a PWS Risk assessment	Type A - £186.65 Type B - £126.50  Additional chemical parameters analytical costs + 10%.  £50	Type A - £209.60 Type B - £142.10  Additional chemical parameters analytical costs + 10%.  £50

Contaminated Land Enquiry	£68.35/hour + Analytical Costs +10%	£76.15/hour + Analytical Costs +10%
Arranging Housing & Public Health Enforcement Works & Associated Admin	Costs incurred + 10% administration charge. Admin charge per invoice:- Minimum £43.50 Maximum £2040.00	Costs incurred + 10% administration charge. Admin charge per invoice:- Minimum £48.85 Maximum £2291.00
<b>General Food Law Charges</b>		
Section 50 Licensing Fee	£117.80	£132.30
Certificate of compliance to operate as a street trader	£68.20	£76.60
Food Condemnation Certificates (3 hours officers time @ £70.75)	£51.85	£212.25

**Letters of Comfort Building Standards**

Appendix 4

BUILDING STANDARDS SERVICE – PROPOSED CHARGES FOR 2022/23

LETTER OF COMFORT FEES FOR UNAUTHORISED WORKS CARRIED OUT PRIOR TO  
1<sup>st</sup> MAY 2005

Unauthorised works carried out prior to 1<sup>st</sup> May 2005 will be charged as follows.

Works up to the value of £50,000 a flat fee of £555.90 will be payable. This covers the initial inspection and 1 return visit if necessary. Any additional inspections will be charged at £165.55per visit.

For works with a value which exceeds £50.000 the building standards service should be contacted for advice.

The value of work will be estimated in accordance with the BCIS Quarterly publication of construction costs. The inspecting surveyor will measure the works at the time he/she visits the property, and the applicant will be advised if there is any adjustment required to the fee due to incorrect measurements. The fee paid covers the initial survey and one subsequent inspection if required. Usually, the initial inspection and follow up inspection are sufficient to allow the letter of comfort to be issued. Any further inspections will be charged at £165.55 per inspection.

For works where the floor area of the property has not been increased, the minimum fee will apply.

As a result of the inspection, we may require the applicant to provide third party certification for the works, such as a structural design certificate from a qualified structural engineer. In the case where electrical works have been carried out, these may be required to be tested and certified by an approved electrician and a copy of the electrical certificate passed to the building standards surveyor prior to the letter of comfort being issued.

Remedial works may be required in cases where minimum building standards have not been met. The inspecting surveyor will advise if any works are required to obtain the letter of comfort.

**Expired Building Warrants**

Works carried out with the benefit of a building warrant, applied for prior to 1<sup>st</sup> May 2005, which has subsequently expired without a certificate of completion being issued can be covered using the letter of comfort system, providing that the works have been carried out entirely in accordance with the stamped approved plans issued with the original building warrant. The fee for this service is £322.60. This will cover administration, the initial survey and one subsequent inspection if required. Any further inspections will be charged at

£165.55 per inspection. If the works are not in accordance with the approved plans then the fee charged will revert to the fees for unauthorised works above.

Building works undertaken over 25 years ago

Works carried out over 25 years ago can be covered by a letter of comfort. The fee for this service is £165.55 and does not require a survey or inspection.

Important Information

The letter of comfort scheme will cover works up to a value of £50,000. Any unauthorised works valued above £50,000 will require a formal Late Completion application together with plans and certification as may be required to assess the works.

Cheques should be made payable to East Renfrewshire Council and should accompany the application. Applications payed for by cheque will not be processed until the cheque has cleared, This may take up to 10 working days. Debit card payment can be made by phoning 0141 577 3008.

Applications received without the appropriate fee will not be processed.

## **Building Warrant Exemption Letter**

Appendix 5

### CONFIRMATION OF EXEMPTION OF BUILDING WORKS FROM BUILDING WARRANT APPROVAL

Exemption Letter without site inspection    £165.55 administration fee

Exemption Letter with site visit        £322.60 (Exemption letter administration fee plus 1 non statutory inspection fee)

#### NOTES

Although works may be exempt from requiring a building warrant, they still require to be built in accordance with building regulations. If the works as inspected do not meet the regulations you will be required to carry out remedial works to bring them up to standard

Where it is found that the works would have required a building warrant, you will be asked to apply for a Late Completion Certificate (where the works were carried out after 1<sup>st</sup> May 2005) or, a Letter of Comfort (where the works were carried out prior to 1<sup>st</sup> May 2005). You may also be asked to carry out remedial works to bring the building up to current building regulations. There are also additional fees to be paid. The extent of the works may require drawings to be submitted and processed at the applicant's expense. Building Standards Surveyors will advise you further if you require to apply for either a Late Completion or a Letter of Comfort.

An inspection of works may result in statutory action being taken if the works are found to be unsafe or a significant breach of building regulations



**Burial Ground Charges**

<b>SERVICE</b>	<b>Current 2022/23</b>	<b>Proposed 2023/24</b>
<b>INTERMENTS</b>		
<b>Mondays - Fridays</b>		
Resident	£996.00	£1118.51
Non-Resident	£2255.50	£2532.93
<b>Saturdays / Sundays / Public Holidays</b>		
Resident	£1728.20	£1940.77
Non-Resident	£2731.50	£3067.47
<b>INTERMENTS IN HEBREW CEMETERY</b>		
<b>Mondays - Fridays</b>		
Resident	£922.70	£1036.19
Non-Resident	£2035.80	£2286.20
<b>Saturdays / Sundays / Public Holidays</b>		
Resident	£1728.20	£1940.77
Non-Resident	£2731.50	£3067.47
<b>CREMATED REMAINS</b>		
<b>Monday - Fridays</b>		
Resident	£300.25	£337.18
Non-Resident	£666.40	£748.37
<b>Saturdays / Sundays / Public Holidays</b>		
Residents	£629.80	£707.27
Non Residents	£1069.15	£1200.66
<b>NEW LAIR COFFIN</b>		
Resident	£1113.10	£1250.01
Non-Resident	£2555.70	£2870.05
<b>NEW LAIR CREMATED REMAINS (Neilston only)</b>		
Resident	£644.45	£723.72
Non-Resident	£1376.70	£1546.03
<b>MISCELLANEOUS</b>		
Feasibility Certificate	£256.30	£287.82
Exhumation Coffin	£2328.70	£2615.13
Exhumation Cremated Remains	£512.60	£575.65
Lair Certificate	£29.90	£33.58
Duplicate Certificate	£59.80	£67.16
Transfer of Title	£62.85	£70.58
Search Fee	£119.60	£134.31
Memorial Foundation	£136.70 + VAT	£153.51 + VAT

**NOTES**

1. There will be no charge for burial of children under 17 for residents of East Renfrewshire.
2. The standard non-resident burial charge will be reduced by 50% for children 17 and under, with the exception of burials at weekends and on public holidays.
3. Double Interment, second and subsequent coffins or cremated remains 50% of appropriate fee.
4. When a deceased person residing out-with East Renfrewshire has previously resided within the Council area for a minimum of 50 years the surcharge for burial of a non-resident will not be applied.
5. Where a coffin size is beyond a permitted size (length or width), this may require the need to purchase an adjacent lair. The requirement and price for this will be confirmed on application.
6. The agreed fees and charges will be applied to the applicant's address (Lair owner) when purchasing the lair and an interment will be based on the deceased address.

**TRADE WASTE COLLECTIONS**

Appendix 7

**Commercial Waste Collection Charges**

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2022/23)</b>	<b>Proposed 2023/24</b>
Red Trade Sack (each)	£2.99	£3.36
120 Litre plastic container	£2.99	£3.36
240 Litre plastic container	£5.91	£6.64
360 Litre plastic container	£8.42	£9.46
500 Litre steel container	£10.99	£12.34
660 Litre steel/plastic container	£14.18	£15.92
1100/1280 Litre steel/plastic container	£20.69	£23.23
<b>Leasing Charges per week (excluding VAT)</b>	<b>Current (2022/23)</b>	<b>Proposed 2023/24</b>
120 Litre plastic container	£0.80	£0.90
240 Litre plastic container	£0.88	£0.99
660 Litre steel/plastic container	£2.68	£3.01
1100/1280 Litre steel/plastic container	£2.76	£3.10

**Special Commercial Uplifts**

A special uplift charge will be payable for any additional uplift of waste to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within the container, in which case a no obligation quote will be provided.

**Trade Recycling Collection Charges**

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2022/23)</b>	<b>Proposed 2023/24</b>
Paper recycling sack	£2.39	£2.68
Glass & Cans recycling Box	£2.39	£2.68
Plastics recycling bag	£2.39	£2.68
240 Litre container – Any Material (paper, glass, cans, plastics)	£4.36	£4.90

**Contaminated recycling containers & special uplifts of recycling containers**

A special uplift charge will be payable for any additional uplift of recycling to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within a waste container, in which case a no obligation quote will be provided.

In addition any recycling container that cannot be collected due to contamination, will be liable for a special uplift charge to remove the waste, which will be added to the standard uplift charge.

Appendix 7
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### **Internal Collection Charges** Continued

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2022/23)</b>	<b>Proposed 2023/24</b>
Red Trade Sack (each)	£2.72	£3.05
120 Litre plastic container	£2.72	£3.05
240 Litre plastic container	£5.36	£6.02
360 Litre plastic container	£7.64	£8.58
500 Litre steel container	£9.99	£11.22
660 Litre steel/plastic container	£12.88	£14.46
1100/1280 Litre steel/plastic container	£18.93	£21.26
<b>Leasing Charges per week (excluding VAT)</b>	<b>Current (2022/23)</b>	<b>Proposed 2023/24</b>
120 Litre plastic container	£0.80	£0.90
240 Litre plastic container	£0.88	£0.99
360 Litre plastic container	£1.00	£1.12
500 Litre steel container	£2.68	£3.01
660 Litre steel/plastic container	£2.68	£3.01
1100/1280 Litre steel/plastic container	£2.76	£3.10

### **Special Commercial Uplifts**

A special uplift charge will be payable for any additional uplift of waste to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within a waste container, in which case a quote will be provided.

### **Trade Recycling Collection Charges**

<b>Uplift Charges per uplift (excluding VAT)</b>	<b>Current (2022/23)</b>	<b>Proposed 2023/24</b>
Paper recycling sack	£2.39	£2.68
Glass & Cans recycling Box	£2.39	£2.68
Plastics recycling bag	£2.39	£2.68
240 Litre container – Any Material (paper, glass, cans, plastics)	£4.36	£4.90

### **Contaminated recycling containers & Special uplifts of recycling containers**

A special uplift charge will be payable for any additional uplift of waste to a trade customer. This will be added to the standard uplift charge for that container unless the waste is not held within a waste container, in which case a quote will be provided.

In addition, any recycling container that cannot be collected due to contamination, will be liable for a special uplift charge to remove the waste, which will be added to the standard uplift charge.

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